



Intern Welcome Packet

What you need to know about your internship

Welcome to the U.S. Tri-Mission to France in Paris! Working in an Embassy is a privilege that few people get to experience, so take advantage of this opportunity to learn first-hand how the various sections and agencies operate.

Each section of the Embassy is different and will have different expectations of interns. Even after reading this guide, it will still be important to ask questions about your duties.

Thanks to U.S. Commercial Interns for starting this guide in 2010. Additions from subsequent interns are appreciated and this guide is continually updated. Updated versions will be posted on the Embassy Web site.

What Is the Tri-Mission?

There are three U.S. missions located in Paris: the United States Embassy to France, the United States Mission to the Organization for Economic Cooperation and Development (OECD), and the United States Mission to the United Nations Educational, Scientific, and Cultural Organization (UNESCO). Interns are posted at all three of these missions, which are located in various parts of the city.

Address

The United States Embassy is located at: 2 avenue Gabriel, 75008 Paris France
Metro: Concorde (lines: 1, 8, 12). Bus lines that stop at Concorde: 24, 42, 73, 84, 94

US UNESCO and US OECD are located at the Raphael Building, 12 Ave. Raphael, 75016 Paris
Metro: La Muette

African Regional Services is located at the NEO Building (Le Figaro Building), 14 Blvd Haussmann, 75009 Paris
Metro: Richelieu Drouot

Work hours

The standard workday is from 9:00 AM to 6:00 PM with a one hour break for lunch. Each day is eight hours and amounts to 40 hours per week. You are not required to work more than 40 hours in a week; however, you may be asked to attend additional events for work after hours or on weekends, or work overtime. Some sections retain internal records of hours worked, so if you work late one evening you may be allowed to leave early the next day, etc. The rules vary per section, so it is important to discuss with your supervisor what he/she allows. Most interns are unpaid.

However, if you receive a paid internship, make sure to notify the Office Management Specialist (OMS) in your section, so that you can fill out the necessary paperwork and be reported on the bi-weekly report to Washington.

Punctuality and Attendance

You should not register for classes or other commitments during your 10 week internship and it is very important to be on time for work. People will count on you for information or to do certain tasks, which is why it is essential you are on available and on time. If you are not going to make it to work because you are sick or have some emergency, you should call in advance. When you start working, make sure you know your supervisor's extension and email in case you need to reach him/her outside of the Embassy.

Office Dress

Although the Department of State has no official dress code for its employees, you should dress as if you will have a meeting with the Ambassador on any given day. For men, a suit is necessary if going to an outside meeting. While inside the Embassy or the Ambassador's Residence, men should wear a tie. Women should wear dress slacks, skirt, or suit. Miniskirts, jeans, flip-flops, shorts, and low-cut tops are not appropriate. Fridays can be slightly more casual (i.e., men do not have to wear ties) but it depends on what is scheduled for that day and the office requirements. You are working in a professional atmosphere, so dress like a professional. A suggestion is to keep a jacket at work at all times in case you are called to a meeting with a high-level official.

Security-Embassy- First Day

For your starting day, please come to the Embassy at 9:15 am (2, avenue Gabriel 75008 Paris; metro stop is Concorde). The Embassy building at Place de la Concorde has strict security procedures. Outside the Embassy there are local police (*gendarmes*) that you will encounter first. Please show your passport and tell them that you have an appointment in the Embassy. They will allow you to pass to the Embassy guard where he will verify you are on the access list (make sure you have notified the HR Intern Coordinator that you are coming so they put you on this list.). You will be directed to the gatehouse where they will take your passport and provide you with a temporary ID badge. Inform the guards in the gatehouse of your appointment with Human Resources. After a full briefing by Security, usually on Tuesday mornings, you will receive your permanent ID badge that allows you to go in and out easily. This is your permanent badge for your internship and you will show it to the *gendarmes* when going into work every day, and to the Marines at the Chancery door. Always wear it while in the embassy, and take it off before exiting. Please do not bring any electronics with you as you will not be able to bring them into the embassy.

Time off

The Embassy celebrates all French and American federal holidays. A complete list of holidays can be found at <http://france.usembassy.gov/holidays.html>.

Additionally, French law states that if a French holiday falls on a weekend, you will **not** receive the preceding Friday or following Monday off.

Your internship is only for 10 weeks and your office does not expect you to request substantial time off. If you need to be out for one full day or more, please consult with the staff member you are working with first and then obtain final approval from the section chief.

General Conduct

Ask questions! If you don't understand something, your supervisor can help. Sometimes it may be intimidating to ask—you may feel you should already know, or you may feel your supervisor is too busy for you to ask him/her a question. Both examples are rarely the case, and any supervisor should appreciate you taking the initiative to do your job with care and detail. *Always remember that disseminating wrong information is much worse than asking someone for the right information.*

If you don't have enough work, tell your supervisor—there is plenty of work to be done in every section.

On your first day of work, you and your supervisor should decide on a time you will take your lunch break. You have one hour for lunch.

Eating near the Office

The embassy does not endorse any of these establishments or services. Information is included as a resource only.

Generally, it's not a great idea to eat at your desk. If you are assigned to the Chancery, the Embassy has a cafeteria in the basement. You can get a good lunch from 5-8 Euros. The restaurants near the embassy can be pricey. Ask the CLO for a list of options. There is a microwave in the cafeteria area for public use, and most offices have refrigerators you may use as well. There are also a number of restaurants within a few blocks of the Embassy. During the summer, many interns eat outside in the park across from the Embassy, which is also perfectly acceptable.

If you are assigned to the Neo building, there are several options close by such as a crepe/sandwich window two blocks up Boulevard Haussman on the right. If you exit the building and you are looking at the post office, you go to the right and it will be on that side of the street near a corner. There is also Quick, McDonald's, Monoprix, and a Subway nearby. Another office favorite is a place called Cactus (like Chipotle).

If you are at the Raphael Building the options are more limited but within a couple blocks of the office there are several bistros and take away windows in the area of La Muette metro.



You can also bring your lunch. Most offices have a fridge.

Embassy Services

The embassy does not endorse any of these establishments or services. Information is included as a resource only.

The Embassy has numerous services that you may find useful. There is a cafeteria in the lower level on the consulate building side that offers a decent price for lunches (between 8-10 euros for a full menu, including entrée/plat principal/dessert ou boisson). There is also a small library in the cafeteria where you can read.

For a one-time fee of \$10 at the EASE you can buy American products as well as French products at a duty-free rate in the convenience store, located in the basement of the consular building. The store and commissary stock duty free perfumes, leather products (handbags, wallets, etc), and Embassy trinkets and gift sets, American food products, such as Mountain Dew and macaroni and cheese. As of August 2011, the shop offers internship memberships for \$25 that last the duration of an intern's time with the embassy.

There is also a gym membership available (\$5 a day, or you can buy a monthly plan for \$30), and the gym is well-stocked with weights, treadmills, ellipticals, etc. Additionally, showers and locker rooms are available for use. As an intern you will have 24 hours access to the gym. So you can come to work early or stay late or come on the weekends to use it.

The Embassy has a U.S. post office. As an American non-French resident, interns can send packages home from Paris at U.S. rates. The post office does not sell stamps (the EASE store does have them but can run out.) If you intend to send back packages you should set up an account with USPS online so you can pay shipping costs via credit card. The post office has a computer there to pay and print shipping labels. The post office is on the lower level of the chancery building. . However, if you are mailing post cards, be aware that they will be stamped from the U.S., not from France, if that is important to you.

Exchanging Currency and ATMs

You can exchange currency without any fees at the cashier, located on the ground floor of the A-building. Exchanging money at airport or train stations requires paying a fee; it is best to use the cashier or to withdraw directly from an ATM. Some U.S. banks have partnerships with European banks and do not charge a fee for withdrawing from their ATMs (for example, Bank of America users can withdraw from BNP Paribas machines for free). Check with your bank in the U.S. before you leave. It is also advisable to notify your bank of your departure and return dates so that they do not place a hold on your account when they see unusual activity in a foreign country. A secure ATM is located in the main level of the Embassy if you do not wish to use ATMs in the city. Cards taken are: VISA, MasterCard, American Express, JCB and select French Cards.

It is a good idea to check with your bank about withdrawing money from ATM's. Some banks charge a \$2 withdrawal fee, and some banks charge a 1% international withdrawing fee, which could amount to a lot of money if having to pay for an apartment with cash. Also, make sure there is no foreign transaction fee on your credit card if you are using one as that can add significantly to the cost of an item.

Safety, Security, and Crime

Please visit the U.S. Department of State France and Monaco Country Specific Information page at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1116.html to find information about crime and security information; health and medical conditions; drug penalties; and localized hot spots in France.

Please visit the U.S. Embassy Paris "Avoiding Pickpockets" page at <http://france.usembassy.gov/pickpockets.html> to learn more about common street crime.

You will receive several security briefings upon beginning your internship that provide additional information about safety, security, and crime, and also about Department of State regulations that all employees and interns must adhere to.

Emails and IT

You will be issued a state.gov email address. Typically, your email address will be your last name followed by first name initial and middle name initial; LastnameFM@state.gov. More specific instructions will come during the intern briefing.

You **cannot** download software or use unauthorized jump drives on the computers that are connected to the network. Any software must be approved and installed centrally through STATE department IT in Washington, D.C. You also cannot bring in discs to upload or download any material on your work computer. Only State cleared devices can be used on a State computer. In some sections you will not be able to bring in mobile phones or other mobile devices. There will be cubbies outside these areas where you will need to leave these devices.

While at the Embassy you must be careful with any information you post on personal blogs, in emails, Facebook, and Twitter. There should never be anything specific about your job, people in the Embassy, or events coming up. When in doubt please check with your supervisor. Inappropriate e-behavior can result in suspension or termination of your internship.

Who to report to

As an intern, you will be assigned to one or more staff members. If you are going to be sick, take time off, or have an emergency, please report to this person. If you need to communicate something “up the chain of command,” it is usually best to start with your immediate supervisor or his/her colleague.

On your first day in the office your supervisor or you should make arrangements for a courtesy call on the chief of the section. If you need to arrange this, do it through his office manager.

Make sure to ask when staff meetings are held for the section so you can put them on your calendar and plan on attending them.

If you find yourself unhappy in your work environment, try to work out the problems early on either with your supervisor or Stephanie Eicher, D/HRO. If you should encounter problems, you are encouraged to try to solve them, so you can continue to be a productive employee. If for some reason you are unable to do the tasks required of you, politely telling your supervisor may help. If the supervisor is relying on you and can't find an alternative, suggest a compromise or other proactive action. Use these challenges as opportunities to act like a diplomat and learn to negotiate various matters.

HR Paris is the overall coordinator of the intern program at post. If you have specific issues with your office that cannot be resolved you need to speak to HR. Send a message via email for an appointment to Stephanie Eicher, (EicherSN@state.gov) and she will meet and assist you.

Practical information

The Metro *The embassy does not endorse any of these establishments or services. Information is included as a resource only.*

<http://www.ratp.fr>

The metro, bus and the RER are the most common way to get around Paris. The RER and the metro are completely integrated systems. The difference is that the RER lines are faster because they only go to the major metro stations. However, the RER lines are below the metro lines so it usually takes a little longer to walk through the metro station in order to get to the RER platform. The RER also goes into the suburbs outside of Paris while the metro lines just barely go outside of the Peripherique, the highway that surrounds France.

Also, try taking the bus to work. You can find directions for the bus schedule on the website in English (<http://www.ratp.fr/itineraires/en/ratp/recherche-avancee>). They use the same tickets as the metro, it's safer, and you can do a bit of site seeing. It may take a bit longer depending on the traffic. Bus lines that are by the embassy are 20, 42, 48, 67, 74, 85.

There is also the night bus called the Noctilien, which runs after the metros and buses close but has limited service and areas it covers. Information on night bus routes can be found at the rapt website.

Buying your metro tickets

You can buy individual tickets, carnets of ten or 20 tickets or you can buy a metro Navigo pass, depending on how often you use the systems, one option may be cheaper than the other. Tickets are the cheaper option for someone in the Paris metropolitan area to get to work. Tickets can be bought from Tabacs around town or at kiosks inside the metro stations. But if you are further out and need to take both RER and the metro then the Navigo may be cheaper. To buy the Navigo you must go to the service window in the metro station. It costs 5 Euros. Only certain metro stations do the Navigo pass for locals. In order to get the card, you must bring a passport photo with you to the service window. If you don't have one, you may take one in a photo booth found in many of the stations for around 5€.

You can purchase a week or a month at a time for your Navigo pass. It comes out to about 60€ amonth for unlimited usage in all Paris arrondissements and a few suburbs. It is valid on buses, metro and city RER lines. You need to purchase it at the beginning of the week or month because if you purchase a week on Wednesday it will no longer be valid on the following Monday. If you purchase the month on February 12th it will only be valid through February 28th.

★ Your Navigo pass will work for the other public transportation systems such as the RER, the bus, and the tram. You will want to purchase a navigo *decouverte*. This pass is easier to obtain although there is no customer support if you lose it.

Metro Hours

★ The metro comes about every 2-5 minutes. It runs from 5:30 a.m. to 1:00 a.m. on week days and until 2:00 a.m. on weekends. Don't get stuck out late at night!

Airlines and trains

If you are interested in traveling to other countries there are two airlines that are notoriously cheap and used by students: Ryan Air and EasyJet. The Paris Beauvais airport is further away than Orly or Charles De Gaulle but one can use public transport to get there. <http://www.ryanair.com/> and <http://www.easyjet.com/>

If you plan to travel around France on weekends, here is the website for the national trains (les grandes lignes): <http://sncf.fr/>

If you are under 25 and you're planning on doing a lot of travel, you might consider buying "la carte 12/25", which offers up to 50% reduction on train tickets in France. all domestic trains in France as well as international trains leaving France.

You can purchase this card (50€) at any major train guichet in an SNCF train station. The card is good for one year. You will need a passport-style photo ID.

Another easy and cheap way to travel is by bus. This of course will take much longer than traveling by air, but depending on your budget and destination it might be a good option to look into:

<http://www.eurolines.com/>

Stores *The embassy does not endorse any of these establishments or services. Information is included as a resource only.*



The main grocery stores are Monoprix, Carrefour, Casino, LeClerc, Intermarché, and Ed (pronounced e-d, not "Ed"). Other smaller shops include Franprix and Marchéplus. There are numerous neighborhood shops that are like 7/11 and may be open all day Sunday. Outdoor markets selling fruit, vegetable, meat and cheese also abound in various neighborhoods usually one day a week.

The larger Monoprix stores are similar to US supermarkets. Along with food they carry clothes, house wares, makeup, office supplies etc. Keep in mind that most stores in Paris have multiple floors. You may find clothes on the first floor, groceries on the second floor, house wares in the

2/28/2012

basement (-1 étage). There are smaller versions of these stores that have only food or smaller sections of food and sundry items.

Sometimes Carrefour is a large supermarket and sometimes it is just a grocery store. If it is just a grocery store it is called Carrefour Market.

L'idl has very low prices on basic groceries and has an ever-changing variety of household goods. Picard has many frozen prepared meals that are surprisingly good.

★ These stores often close around 9:00 p.m. and they are only open in the morning on Sunday, if at all.

★ When you buy fruits and vegetables often you have to weigh them yourself in the grocer section and print a price tag.

Department Stores

BHV(Bazaar de L'Hotel de Ville) is a large department store, plus a hardware floor. It has a large variety of items and is worth checking out!

There is a BHV that you can access through the metro station Hotel de Ville.

Auchan is also a large department store but also has a large food section. There is an Auchan connected to the metro station La Defense (see next page).



Electronics/ Media

FNAC (pronounced fenack) is a large book, music and electronics store. It sells DVDs, CDs, books, magazines, music players and video games. It has all types of electronic equipment at its larger stores. It also has iPads and accessories.

Darty has all types of electronics and small appliances such as hair straighteners, hair dryers, blending and coffee machines, etc.

Malls/Shopping areas

Les Halles at metro stop Les Halles on metro line 7 and La Défense at metro stop La Défense at the end of line 1 are fashioned more in the style of an American shopping mall. La Défense is the bigger one and open on Sunday.

Rue de Rivoli and the Champs Elysées have many clothing and specialty stores. You can find the Gap, Sephora, Zara, H&M, etc. The Champs Elysée stores are open late, 10p.m. or later and on Sunday. This is a **rarity** in Paris.

Less Expensive

If you're looking for something less expensive than the high priced tourist and fashion stores, there are parts of the city that cater to student tastes and wallets - mostly either clothing or house wares. Three such areas are: in the 17th arrondissement on Avenue de Clichy; on the border of the 10th and 11th arrondissements on Rue du Faubourg du Temple; and at the corner of the 9th, 10th, and 18th arrondissements, right when you exit the Barbès-Rochechouart station on line 2 or line 4. The last location is recommended for things such as towels, laundry basket, cups etc. For example you can find stuff like a pillow case for five euros or a pair of rain boots for 12 euros. This is significantly cheaper than elsewhere in the city. There are also limited American brand toiletries such as shampoo, toothpaste, and deodorant for much less than in the grocery stores.

You can also make purchases from ebay.fr and leboncoin.fr. There's a section called 'petites annonces' on ebay where you can meet up with the buyer.



Cell Phone Providers

Orange and SFR are two of the largest French service providers. Some interns claim the experience with SFR was better. There is also a company called SIMYO. You can order a sim card online for 1 euro opposed to around 30 Euros at the others. The minute rates are apparently significantly better with SIMYO also.

www.simyo.fr

If you will have access to the internet and a computer then a Skype or other VOIP provider is useful. VOIP access allows you to talk computer-to-computer free all around the world, and it enables you to call phones from your computer for a very low rate (around \$0.02 a minute with Skype).

Drycleaning (Pressing)

There are numerous dry cleaning stores around Paris. 5 à Sec is the cheapest place according to the embassy community. It is a common chain around Paris and you should be able to find one decently close to where you live. The EASE store also has a dry cleaning service.



★ Some people have made the mistake of going to the first dry cleaners near their lodging and end up paying exorbitant sums. Dry cleaning is generally very expensive. Make sure you know how much they charge per piece before committing.

Language Ability

If you are not a French speaker, no need to worry. Paris is an international city where English is widely spoken. However, the French are very proud of their language. It is recommended that you learn at least a few simple phrases, like “Hello, do you speak English?” (“Bonjour, parlez-vous anglais?”). The French are much more accommodating once you make an effort to speak the language.

If you are a French speaker, there are opportunities to ameliorate your language skills, but you must seek them out. English is commonly spoken in the Tri-Mission, and most, if not all, of the Foreign Service Nationals speak English. You can ask them to speak to you in French in order to develop your skills. Press clips are often sent out in English and French, which offers a good opportunity to practice your French reading skills.

And you’re in Paris – il faut profiter! It is easy to speak French on a daily basis outside the Tri-Mission. Go to the same grocer each week, or the same restaurants, and develop relationships with the cashiers/waiters to help improve your language ability.

CLO

The Community Liaison Office (CLO) is located on the ground floor of the Embassy. The CLO has coupons for certain local attractions, brochures on day trips and other tourist activities, and guide books you can check out for free. It’s well worth a visit! Every week the CLO publishes the “Franco-File” newsletter, which is full of information and tidbits about what is going on in Paris the following week. Contact the CLO before you arrive and ask to be put on the mailing list for the newsletter: CLOParis@state.gov or telephone: 01-43-12-21-20

Tri-Mission Events

There are a number of events in which Tri-Mission officials participate; events at the Ambassador’s residence, such as movie screenings or seasonal parties; local festivals and parades and CLO activities. If there is the opportunity to attend such events, they are worth your time! Events summer interns have previously been invited to attend include: the July 4th official reception, the July 4th Tri-Mission reception, the July 14th Bastille Day parade, the Tour de France finale party, private movie screenings at the Ambassador’s residence, and more. Also, once a month, a tour of the Ambassador’s residence is offered for Tri-Mission employees. It’s free but generally during work hours. Ask your supervisor for permission to attend. It is well worth it if you can!

Restaurants

The embassy does not endorse any of these establishments or services. Information is included as a resource only.

★ The French are not known for hot, spicy food. If you go to a pizza place you can ask for oil that will usually be spicier. Also, most Mediterranean food restaurants/ kebab places will have several spicy sauces to choose from.

★ The cheapest meal available will usually be a crepe or a sandwich from a window or a stand. You can get egg and cheese or chicken and cheese crepes for example. Remember – there is a charge if you sit as opposed to standing, so that coffee taken standing at the bar at a bistro will cost less than sitting at a table.

★ Many restaurants on streets with a lot of foot traffic will have a window where you can purchase food without sitting down. The prices are usually significantly cheaper at the window than inside.

★ McDonald's and Quick are not the cheapest options. It is typically 7 or 8 Euros for a meal at these places.

★ If you want free water you **have** to ask for a “carafe d'eau”, which is a pitcher of tap water. Tap water is safe to drink in France.

Asian Food

Rue Sainte Anne in the 2nd has tons of sushi and Japanese restaurants.

Rue d'Ivry and Avenue de Choisy in the 13th are at the heart of China town and you can find lots of Vietnamese, Thai, and Chinese food.

Some favorites of other interns are:

Pho 14

129 avenue de Choisy, 75013 Paris

One of the best Vietnamese noodle house in Paris- there is often a line so don't go too hungry.

Au Bon Pho

18 rue au Maire , 75003 Paris.

Metro: Arts et Metiers

This is a really tiny restaurant, but the owners are actually Vietnamese! They only serve two types of food, but it's delicious and less than 8 euros!

Mediterranean

Rue des Rosiers -Le Marais

There are tons of mediterranean restaurants with falafels, hummus and pita bread.

Falafel in the Marais: on the rue des Rosiers in the Marais are two rival falafel shops right across the street from one another, l'As du Falafel and Mi-Va-Mi, both reputed to have the best falafel in Paris. Just grab a 5€ falafel to go and you've got a perfect meal while you walk around the beautiful Marais quarter of Paris. (M: Saint-Paul)

L'as du Falafel
32 Rue des Rosiers
75004 Paris

Rue de la Hachette – next to Notre Dame
Many gyro/kebab places

★ Oriental(e) in French does not mean the same thing as Oriental in English. It means anyone/thing from the Middle East and/or North Africa. Usually in Paris, oriental will be referring to North African/Maghrebin culture.

What to do for Fun in Paris besides the Eiffel Tower

The embassy does not endorse any of these establishments or services. Information is included as a resource only.

While you will be quite busy working 40 hours a week and attending various Embassy-hosted events, you'll definitely want to use your free time to explore the wonderful city of lights. The Eiffel Tower and the Louvre need no introduction but here are some other options not so readily known. And there is always the option of just walking and picnicking in any of the great Paris parks.

- Paris Plage (from July 20th to August 20th): the city of Paris blocks off the quays near Chatelet for one month during the summer in order to set up a swimming pool and lay out sand to mimic a beach. Free. (M: Chatelet, Pont Marie, Hôtel de Ville, Sully Morland)
- Parc de la Villette: throughout the summer free movies are shown at this park in the 19th. Bring a blanket and a picnic for a movie under the stars! (M: Porte de la Villette, Porte de Pantin)
- Marché aux Puces: this is Paris' most well known flea market. (M: Porte de Clignancourt)
- Marché des Enfants Rouges: normally a bustling food market in the 10th, you can also go there to get some great Chinese, Vietnamese, Algerian, and Moroccan food served hot off the grill and at super low prices! Outside dining. (M: Filles du Calvaire, Temple)
- Musée Jacquemart-André and Musée Marmottan Monet: these are both museums that you have to pay to get into (the student price is 5€) but which have great collections. Plus, the Jacquemart-André is in one of the most beautiful and well-preserved houses in Paris! (Jacquemart-André M: Miromesnil, Saint-Philippe-du-Roule. Marmottan M: La Muette-around the corner from the Raphael Building)
- Galerie Lafayette: probably the biggest department store in Paris, there is also an incredible view of the city from the top floor. (M: Harve-Cumartin)
- Parc des Buttes-Chaumont: this park, which is located in the 20th, is probably one of the most beautiful parks in the city and offers incredible views of Montmartre. Plus, you'll probably be one of the only tourists there as this park is frequented mostly by Parisians. (M: Parc des Buttes-Chaumont)
- Fête de la Musique: for this national holiday which is celebrated on July 21st (for the summer solstice) the national government hosts a variety of free concerts all around the city. You will also see basically everyone and their cousin who knows how to play an instrument in the streets jamming out to all kinds of music. Definitely a must!
- Solidays music festival: usually the last weekend in June, this indie music festival lasts 3 days long and hosts some of the best indie and alternative groups from all over the world. Buy a day pass or a weekend pass for unlimited access.
- Rue de Mouffetard: the oldest street in Paris, this is also a great place to go shopping, have a bite with friends or share a drink during Happy Hour. (M: Censier-Daubenton, Place Monge)
- Odéon: want to catch a movie in Paris? Well this is the movie district in Paris where you can find all kinds of theaters to watch whatever it is that your heart desires. (M: Odéon)

- La Défense: this huge industrial complex is filled with super modern office buildings, a giant shopping mall, a huge Christmas market in December and some really neat sculptures. Hop on the line 1 and take it to the end to get here. And, on Tuesday, Thursday and Saturday nights in the summer there is free music and dancing on the esplanade. (M: La Défense, Esplanade de la Défense)
- Rue de l'Ancienne Comédie: located in the 6th near Saint-Michel, this passage has the oldest café in Paris, the Café Procope, where Voltaire used to sit down with Benjamin Franklin! (M: Saint-Michel)

Housing

The embassy does not endorse any of these establishments or services. Information is included as a resource only.

Finding reasonable housing in Paris is a challenge and is usually a source of stress for interns. Below is an extensive listing of various resources to aid in your search for appropriate housing. Some of the sites have been successful for interns. You can also check with the US Interns in France Facebook group for US interns who are currently doing an internship and may have current practical knowledge of what worked for them. Please join this group to get current information and to become a resource for future interns looking for information about interning at US Embassy facilities.

The Embassy does not endorse any of these websites or companies and we urge you to do a thorough check before sending any money.

The Embassy is located near the metro stop, "Concorde" on line 1, the U.S. Missions to the OECD and UNESCO at "La Muette" on line 9, and African Regional Services at "Richelieu-Drouot" on line 8. If distance is a key concern for you, keep this fact in mind as you search for a place to live. Make sure to check several different websites before deciding on where you wish to live. There are several websites that are helpful for finding housing, but they often come with fees so check thoroughly before committing. Also, beware of scams on websites such as craigslist.com. Below is a list of suggested websites used by former interns to find housing.

Foyers

A foyer is a common type of housing in Paris for university students and interns. It is similar to a dorm but it is not associated with any particular university.

Foyer Porta
14 Rue Pierre Demours
75017 Paris, France

A Review from a former intern:

Foyer Porta is a foyer in the 17th for women. It is run by German nuns and there are usually around 60 women living in the house. The majority are German but the French have a large contingent also. There is a handful from other European countries and rarely one from outside of Europe. Everyone makes an effort to speak French as much as possible. There is breakfast everyday and 4 dinners a week, however you can sign up for 10 dinners a month. The nuns cook great food. There is a kitchen with an eating room on the first floor that is always available for everyone to use as they like. Each person gets their own cubby and fridge cubby with keys for food. Rooms are set up for 3, 2 or 1 persons. Each room has its own sink and each floor has a couple showers and toilets. It is located near the Arc de Triomphe and the Champs Elysée in the 17th. This is a very nice neighborhood. Many of the diplomats from the embassy live in the area. Some interns recommend living in a foyer to meet a wide group of people and make friends quickly. There are always people to sit around and talk to if you are want. There were also small parties in the kitchen about once a

2/28/2012

week where people invite friends from outside the foyer and everyone brings snacks/drinks which were always fun. One intern recommends Foyer Porta as a place for improving your French.

There are other foyers in other locations around Paris which attract groups of Americans.



★ GOOD TIP: the last two digits of the zip code tell you which arrondissement a place is.

Other housing sources to explore:

<http://www.parisattitude.com/>

<http://centralparisrentals.com/>

<http://www.lodgis.com/>

<http://sabbaticalhomes.com/>

<http://www.feusa.org/>

<http://www.fie.fr/english/indexe.html>

www.seloger.com

www.nexdom.com

www.oel-fr.com

www.fnaim.fr

www.laforet.com

www.123immo.com

www.century21.fr

<http://www.nyhabitat-paris.com/?source=over>

<http://www.locafat.com>

<http://www.parisattitude.com/>

<http://www.residhome.com> - bookings for days, weeks, or months:

The Paris (La Defense) listing is located on Metro Line 1, station La Defense-Grande Arche

The Paris (La Villette) listing is located on Metro Line 1, station St-Mande-Tourelle

The Paris (Pantin) listing is located on Metro Line 5, station Eglise de Pantin

The Paris (Vincennes/Montreuil) listing is located on Metro Line 7, station Porte de la Villette.

<http://www.FUSAC.com> - website of the French/American bilingual classified magazine

www.acparis.org

http://www.intransit-international.com/home_housing_paris_apartment.html

<http://www.france-apartment.com/> - general listing of French apartment sites

<http://www.maisondesmines.com/hten/>

<http://www.laria.u-picardie.fr/~cerin/cgp2p/h1.html>

www.cidj.com/Viewdoc.aspx?docid=694&catid=3

www.univ-paris12.fr/www/sc/ri/Logement.pdf

www.parisiandream.com

housing@aup.fr

Go to the French Yellow Pages (Pages Jaunes) website at <http://www.pagesjaunes.fr/pj.cgi>

In the space "activité," type FOYERS D'HÉBERGEMENT and in the space "localité," type PARIS

www.paris-aps.com

alt@claranet.fr

www.guestapartment.com

paris@rootstravel.com

www.rootstravel.com

info@parislodging.fr

www.parislodging.fr

info@servissimo.com

2/28/2012

www.servissimo.com
logement@affinity-home.com
www.affinity-home.com
apartment.living@wanadoo.fr
www.apartment-living.com
reservations@psrparis.com
www.psrparis.com
info@rentapart.com
www.rentapart.com
france-ermitage@wanadoo.fr
www.appartementmeuble.com
info@homerental.fr
www.homerental.fr
paripromo@wanadoo.fr
reservations@psrparis.com
www.psrparis.com
france.lodge@wanadoo.fr
www.apartments-in-paris.com
denis@myflatinparis.com
www.myflatinparis.com
rentoparis@aol.com

www.rentoparis.com
parislocappart@libertysurf.fr
www.multimania.com/parislocappart
abm@abmrentaflat.com
www.abmrentaflat.com
imelger@club-internet.fr
contact@inter-logement.com
www.inter-logement.com
email@locaflat.com
www.locaflat.com
gm.aei@wanadoo.fr
www.sosdriver.com/aei
at-home-in-paris@wanadoo.fr
perso.wanadoo.fr/athomeinparis/
cattlaanjohnson@wanadoo.fr
www.cattalanjohnson.com
mailbox@rival-immo.com
www.rival-immo.com
dm777@club-internet.fr
info@resivac.fr
www.resivac.fr
info@321international.com
www.321international.com

<http://www.cnous.fr>

Searching for a home can be more difficult when you are a student with a low income. CROUS-CNOUS is a network to meet student needs.

CLJT Emilienne Moreau

14, rue de Locarno

92150 SURESNES

Tél :01.45.06.76.14 -Fax :01.42.04.22.99

cljt-suresnes@wanadoo.fr

2/28/2012

CLJT Didot

41, rue Didot - 75014 PARIS
Tél : 01.45.43.21.56 - Fax : 01.45.43.44.07
cljt-didot-accueil@wanadoo.fr

CLJT Pointe d'Ivry

30, rue de la Pointe d'Ivry - 75013 PARIS
Tél : 01.45.83.64.85 - Fax : 01.45.83.64.85
cljt-pointeivry@wanadoo.fr

LA VIGIE

7 rue Poulletier - 75004 PARIS
Tél : 01.46.33.33.98 - Fax : 01.40.46.81.83
foyers@lavigie.asso.fr

CLJT Alfred Rosier

183, rue de Charonne - 75011 PARIS
Tél : 01.43.71.94.08 - Fax : 01.43.71.05.76
cljt-charonne@wanadoo.fr

CLJT Charonne

165, rue de Charonne - 75011 PARIS
Tél : 01.43.71.94.08 - Fax : 01.43.71.05.76
cljt-charonne@wanadoo.fr

CLJT Les Amandiers

54-56, rue de Ménilmontant - 75020 PARIS
Tél : 01.43.66.85.17 - Fax : 01.46.36.77.00
cljt-amandiers@wanadoo.fr

CLJT Les Batignolles

20, rue Lécuse & 13, rue Biot - 75017 PARIS
Tél : 01.42.94.09.06
cljt-batignolles@orange.fr

CLJT Saint Lazare

59-61, rue Saint Lazare - 75009 PARIS
Tél : 01.45.83.17.60 - Fax : 01.45.83.30.67
cljt-saintlazare@orange.fr

CLJT Colombes

32, rue Henry Litolff - 92700 COLOMBES
Tél : 01.47.81.14.35 - Fax : 01.47.69.19.40
cljt-colombes@wanadoo.fr

Apartments

These are helpful websites. It is also not a bad idea to look at Craig's List. But be careful about fronting money to individuals without some kind of assurance that they are legitimate. Housing scams (or any aspect where money is exchanged) is not unusual.

2/28/2012

1. www.sublet.com
2. <http://www.24paris.com/index.php?a=5&b=371&page=4>
3. NY Habitat
www.nyhabitat.com
4. Paris Academic Rentals
www.parisacademicrentals.com



“Appartement Bonne” is a term used for small, cheap apartments. Bonne is a word used to mean maid and they are called this because in the past they were quarters for housekeepers to live in. They will be located in nice buildings and in nice areas but they will be affordable. This term should be helpful for Google searches.

As sites like Craigslist can have untrustworthy advertisers, DO NOT SEND any personal information before seeing the apartment. appartager.fr and pap.fr, are more trusted and legitimate than all purpose sites like craigslist.

As mentioned above, many of these and other sites/agencies require large fees for their services (often several hundred euros). However, these sites have been the most reliable for previous interns. While the cost is regrettable, it is often necessary in order to find good housing, particularly if it's on short notice.

If you are not comfortable finding housing from a website, one possibility is to stay in a hostel or hotel the first few days you are here and then search advertisements on bulletin boards at the Embassy, at churches (in particular, some interns have found housing from ads on bulletin boards at the American Church of Paris and the American Cathedral of Paris), and in other places. It's best to have your housing plans pre-arranged, but this option still exists.

Furthermore, it is important to live in a safe part of town. Many interns feel comfortable living in all 20 arrondissements (districts) of Paris, but it is advisable to stay away from the suburbs for reasons of distance and safety. Unless you are familiar with the area, choose a part of town that is more central. Within the city of Paris, it's probably best to stay away from the Moulin Rouge area (18th arrondissement) and large train stations such as Gare du Nord and Gare de l'Est. Some of the safest parts of town are also the most expensive (1st-8th, 14th-17th arrondissements), but don't select a cheap apartment that is out in the banlieue just for its price. Interns in the past have had issues with safety in some of the outskirts of Paris.

Another option is to email the CLO and request to submit an ad to the “Franco-File,” the weekly newsletter distributed to all U.S. Tri-Mission employees. Introduce yourself and explain that you are seeking housing during your internship. Many Foreign Service Officers go on leave for extended periods of time throughout the year, especially during the summer, and they may potentially allow you to house-sit for them while they are away.

Private Residences/Rooms

Furnished accommodation in residences with services. The flats/rooms are small and rents low. Compare prices before you decide.

www.estudines.fr offers rentals for students and trainees in Paris suburbs from 380 € to 630 € depending on the accommodation. N° Indigo : 0825 041 042

www.laureades.com Four furnished apartments in Paris, from € 370 for 13m2 and a dozen in the suburbs from 300 € to 16m2. N° Indigo : 0825 332 332

www.fac-habitat.com Association which offers furnished or unfurnished residences in the suburbs for good value / performance. From 210 € and 300 € a duet for 20m2

2/28/2012

www.university.fr offers accommodation in fully equipped functional Paris and its suburbs, in studios or duets from 350 €. [N°Indigo : 0820 098 095](mailto:N°Indigo:0820.098.095).

www.adele.org this site offers various student housing including homes

www.citea-hotels.com offers to make an online reservation for a room in various residences in Paris and Ile de France.

www.aljt.asso.fr offers a wide choice of residences in Paris (13th and 14th district and suburbs of Paris) where you can find studios if you are between 18 and 30.

Other Options

The American Church has a bulletin (*logement ou travail*) at the back of the church. www.acparis.org
65, Quai d'Orsay 75007 Paris TEL: 00 33 (0)1 40 62 05 00, FAX: 00 33 (0)1 40 62 05 11

The American Cathedral bulletin board at 23, avenue George V, 75008 Paris

www.inter-logement.com An organization that bridges the gap between supply and demand with temporarily vacant apartments in Paris. It offers a range of apartments free for a period of one week to 12 months.

www.appartement.org This site provides extensive listings of apartments for rent and / or share in the Ile-de-France.

www.centraledesparticuliers.com This is an advertising site, refer to the sections for Sharing (colocation) and / Rent (Louer) .

SHARING LODGING

There are also roommate options. This choice is good if you need to find housing quickly and have more affordable choices. This option may also give you access to other students from all nationalities and can make your internship more rewarding.

www.apartager.com

www.kel-coloc.fr

www.colocation.fr

The standard security deposit consists of two months of rent. A letter from the financially responsible person's bank may be needed for verifying financial information (i.e., copies of parent's pay slips, bank statements, references, etc.).

You and the landlord must fill out move-in and move-out inventory check lists. The inventory is your responsibility, and it will be used to determine if any damages will be deducted from your security deposit upon your departure.

The following agencies are accustomed to helping students. Instead of charging the customary agency fee of 12% of the annual rent plus sales tax of 19.6%, they will charge you an agency fee equivalent to one month's rent. The agency fee includes help with telephone, electricity and cable hookup.

Compagnie Foncière Européenne

14, rue Duvivier

75007 Paris.

Métro: Ecole Militaire

Telephone: +331 47 05 78 26, fax: +331 45 56 11 40, e-mail: irispeisker@hotmail.com

La Tour Immobilier

170, rue de Grenelle

75007 Paris

2/28/2012

Métro: La Tour Maubourg

Telephone: [+331 45 56 97 98](tel:+33145569798), fax: [+331 47 05 68 45](tel:+33147056845), e-mail: JLP75@wanadoo.fr

Some additional sources of information for finding apartments and studios to rent:

Danish Church bulletin board at 17, rue Lord Byron, 75008 Paris

Swedish Church bulletin board at 9, rue Médéric, 75017 Paris

Office d'Accueil et Service Etudiant, 11 rue Serpente, 75006 Paris. Tele: 08-20-20-23-30 and 01-55-42-80-80

The embassy does not endorse any of these establishments or services. Information is included as a resource only.

New York University in France

This facility has this residence and others that interns sometimes find housing available. The other residences are similar to this one. Contact information is:

Christopher J. Bouchard, *Directeur administratif*

NYU in France

56, rue de Passy , 75016 PARIS France

Tel: 01.53.92.50.80 (from USA [011-33-1-5392-5080](tel:+121233153925080))

Fax: 01.53.92.50.81 (from USA [011-33-1-5392-5081](tel:+121233153925081))

Clos St. Germain: Housing Introduction & Description

Résidence Clos St. Germain is NYU-leased housing, and is thereby considered part of the New York University housing program.

HOUSING OVERVIEW

All students will be housed in private studios, with private kitchenettes and bathrooms. The site will also be staffed with on-site RAs (resident assistants), in addition to the building staff.

Students will be given their studio assignments upon arrival in Paris. Please note that all assignments are final and unable to be modified for insurance reasons.

HOUSING DESCRIPTION

- The residence is carefully monitored by an RA living on site to address any problems or issues as they arise, as well as to act as a resource and support for students in navigating the city and their first year of college.
- All housing is non-smoking and drug-free.

Student Studios

These studios, each approximately 250 square feet, include ample closet space, a desk, and chair. Studios are furnished with a sofa bed which has storage underneath. In addition, they are equipped with bedding and towels: two sheets, one pillowcase, one bath towel, one bath mat and one hand towel. The linens are changed every two weeks.

Student studios have private bathrooms (with showers, not bathtubs) and individual kitchenettes stocked with basic cooking utensils and dishes, a microwave, a mini-fridge, sink, and a dual-burner electric range.

Laundry and Mini-Gym

The residence includes on-site laundry facilities (not included in the fees) with several industrial-size washing machines and dryers. Students will need to pay for the machines as they would in a typical American laundromat. In addition, there is an on-site mini-gym with workout equipment open until 10 pm on weekdays.

Security, Mailboxes, and Reception

The building has a keyed and coded entry. Fire alarms and smoke removal systems also secure the building. The front desk is staffed during the day with security on-call at night. Mailboxes are individually keyed. Each student's studio comes equipped with a triple-locking door and an intercom.

Internet Access and Computers

Each room has jacks granting students high-speed internet access via ADSL. Students must bring their own computers if they would like to take advantage of the internet, as computers are not available on site. Unlimited ADSL internet access is included in students' housing package.

HOUSING

An *état des lieux* or initial walk-through and inventory will take place the day students arrive and occupy their studios. An inventory of each studio's contents as well as their condition upon the student's arrival will be documented. After students' departure, a second walk-through will take place to see if anything has been damaged or broken during the school year. Any fees for repairs and replacements related to damages incurred in the studio will be the student's responsibility. Fees will be billed directly to the student's NYU account.

Electricity/Gas

Electricity is included in the monthly rent but is limited to approximately €50 per month. Note that this allowance is based on an average estimate of consumption/use by a local French student. Note that Europeans tend to use electricity and gas much less (shorter showers, limited running of air-conditioning, etc.). Any overrun of the above amount will be billed directly to the student and can be quite expensive.

Renters Insurance

Included in their housing charge, students will be registered for insurance. Students are expected to maintain their accommodations in the condition at which they occupied it. Any damages not covered by insurance will be billed directly to the student.

Housekeeping

The residence also includes a housekeeping service during which student rooms are cleaned twice per month, as follows:

- The room will be aired.
- The room will be dusted, including the convectors, switches, and skirting boards, plus the seating and shelving.
- The floor will be vacuumed, as well as cleaned (provided that it is clear of clutter such as clothes and books).
- The furniture will be cleaned.
- The bathroom—including the shower, basins, countertops, and floors—will be washed and disinfected.

THE LOCATION OF RÉSIDENCE CLOS ST. GERMAIN:

105, RUE BAGNOLET, 20TH ARRONDISSEMENT

Résidence Clos St. Germain is located near the "Gambetta" metro stop (on the "3" line). The metro ride to NYU-Paris is about 50 minutes.. The residence itself is on a private mews, a quiet place to get plenty of studying done.



Paris



2/28/2012

PHOTOS OF STUDENT ACCOMMODATIONS

Exemple (non contractuel) d'un studio meublé

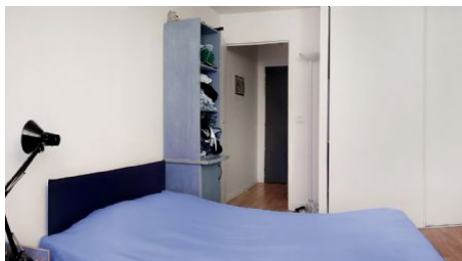


(Example of a furnished studio)

Façade of Résidence Clos St. Germain



Studio



Students may also visit the official site of the student residence. They should note that this site is not an official NYU site, but run by Les Estudines. For a virtual tour, students should click on “visite virtuelle” once they get to the main Résidence Clos St. Germain web page.

<http://www.estudines.com/residence-logement-etudiant-paris-13-176.html>

Arriving at Clos St. Germain

From Roissy/Charles de Gaulle airport (north of Paris)

- **Taxi:** A taxi will take about 40 minutes and costs approximately €50-55 (tip included—please note that in Paris, tipping in taxis tends to be minimal. Most Parisians simply round up or add a euro or two.). Simply look for the Taxi signs at the airport, which will direct you to the taxi station.
- **Reserved Shuttle:** An alternative and slightly less expensive way to get from the airport to Paris is to go through a private door-to-door shuttle service. One option is Paris Shuttle, which charges 31€ for 1 person, 20€ per person for 2 people, and the price per person decreases as the number of people increases. These shuttles book up quickly, and especially during student arrival, so it is recommended that you reserve in advance. You can reserve by phone or online at <http://www.parishuttle.com/>.
- **Public Transportation:** To use public transportation, either catch the shuttle in the terminal or simply walk through the airport to the RER station (the regional train system) “ROISSY/CHARLES de GAULLE.” Purchase a ticket for €9.10 and take the next train that leaves. All trains go to Paris. Get off at the stop GARE DU NORD and change to the metro line #5 going in the direction toward PLACE D’ITALIE. Take this line three stops and get off at station REPUBLIQUE, where you will need to change to line #3, direction GALLIENI. Go four stops to station GAMBETTA and exit the metro station. Take the *rue des Pyrénées* for about ten minutes (downhill) until you arrive at *rue de Bagnole*, where you should turn left. Résidence Clos St. Germain will be almost immediately on your left. From the airport (Roissy) to the residence hall is approximately an hour and thirty minute trip.

From Orly airport (south of Paris)

- **Taxi:** A taxi will take about 30 minutes and costs around €30 (tip included). Look for the Taxi signs at the airport, which will direct you to the taxi station.
- **Reserved Shuttle:** An alternative and slightly less expensive way to get from the airport to Paris is to go through a private door-to-door shuttle service. One option is Paris Shuttle, which charges 31€ for 1 person, 20€ per person for 2 people, and the price per person decreases as the number of people increases. These shuttles book up quickly, and especially during student arrival, so it is recommended that you reserve in advance. You can reserve by phone or online at <http://www.parishuttle.com/>.
- **Public Transportation:** To use public transportation, purchase a ticket for around €10 and take ORLY RAIL to ANTHONY. Once there, change to the RER B line going north toward Paris. Get off at the stop GARE DU NORD and change to the metro line #5 going in the direction toward PLACE D’ITALIE. Take this line three stops and get off at station REPUBLIQUE, where you will need to change to line #3, direction GALLIENI. Go four stops to station GAMBETTA and exit the metro station. Take the *rue des Pyrénées* for about ten minutes (downhill) until you arrive at *rue de Bagnole*, where you should turn left. Résidence Clos St. Germain will be almost immediately on your left. From the airport (Roissy) to the residence hall is approximately an hour trip.